

Decision under Delegated Powers**Officer Requesting Decision**

Town Hall Manager

Officer Making the Decision

Chief Executive

Recommendation

Transfer the line management of Posts L411 (Finance & Administration Officer) and L415 (Programme & Marketing Assistant) at the Town Hall from the Business Support Managers, Administration and Business Support (L010) to the Town Hall Manager, (T001) effective 31st August 2014

Reason


These posts are currently managed by the Business Support Managers and it has been agreed that it would be beneficial for the post holders to work as part of the Town Hall team, managed by the Town Hall Manager. This would enable joint working with the rest of the Town Hall team in relation to Town Hall finances, events, promotions, pantomime bookings, etc. with daily management support for the post holders responsible for such events.

Authority for Decision

Section 8 of the Council's Constitution contains authority for the Chief Executive to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).

Decision and Date

APPROVED



19 AUGUST 2014

Background

Posts L411 and L415 were originally line managed by Business Support to enable administration team to work together across the Neighbourhoods and Community Well-being directorate. All of the current tasks of these two posts are now allocated and managed by the Town Hall Manager.

It has therefore been agreed that to facilitate consistent management of these two posts, they should be re-allocated back to the Town Hall management.

Comments from HR

HR Advisor: *Katie Summers 11/08/2014*

Summary of Comments from HR: All in line with the Organisational policy. Changes fall under the Minor changes. Employee's terms and conditions are not affected.

HR seen recommendations (both draft and final, if amended): Yes

Financial Implications

There are no additional budget requirements to facilitate the transfer of management of this post. The budget for these posts will be transferred from Business Support (L010) to Town Hall Management (T001).

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to transfer line management of these posts could mean duplication of management tasks and responsibilities and have an impact on service delivery, thus reducing the Council's aim and corporate objectives.	High	High	Re-assess all current tasks, prioritise and rationalise, and re-allocate accordingly. Monitor and evaluate after three months.

Key Decision: No

Background Papers: None